BRYN MAWR COLLEGE
MEMORANDUM

TO: BENEFITS-ELIGIBLE FACULTY AND STAFF
FROM: MARTY MASTASCUSA, HUMAN RESOURCES
RE: 2020 FLEXIBLE SPENDING ACCOUNT OPEN ENROLLMENT
DATE: NOVEMBER 15, 2019

The Flexible Spending Account Open Enrollment for the January 1 – December 31, 2020 Plan Year will be in effect from November 15th through December 16th. If you are planning to enroll in the dependent care spending account or medical care spending account for 2020, please go online at BiONiC Self Service at http://virtual.brynmawr.edu/ and select Benefits Enrollment to complete your election. Alternatively, you may go online at http://www.brynmawr.edu/humanresources/ and print a Flexible Spending Account Election Form, which you should then mail to Human Resources.

Flexible Spending Account elections do not carry over from one plan year into the next, so if you are a current participant and want to participate in 2020, you must re-enroll. If you are a current enrollee but are not participating in 2020, please check the “Waive” box on the Flexible Spending Account Election Form or online. If you are not currently enrolled in the Flexible Spending Account and are not participating in 2020, you do not need to do anything.

The document entitled Introduction to the Flexible Spending Account is available online and explains how the plan works. Participation in the medical care spending account is limited to employees with a year or more of service as of January 1, 2020.

The College uses a company called PayFlex, which is owned by Aetna, to administer dependent care and medical care claim payments. Reimbursement requests are sent directly to PayFlex and can be done online, via fax or through the mail. Approved payments will then be approved and disbursed by PayFlex via check or direct deposit on a weekly basis. Information from PayFlex describing how flexible spending accounts work and how to get reimbursed through their portal is also online. Please be advised that the College is not currently offering the PayFlex debit card feature.

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The Flexible Spending Account Plan has a grace period that runs from January 1 through March 15 in the year following the year of participation. Eligible services incurred during the grace period can be reimbursed from the prior year plan balance. If you are a 2019 plan participant, eligible services must be incurred from January 1, 2019 through March 15, 2020. If you are a 2020 plan participant, eligible services must be incurred from January 1, 2020 through March 15, 2021. Please make sure to exclude 2020 expenses that you expect to apply against the 2019 grace period when making your 2020 election.

A detailed description of eligible and ineligible expenses can be found at www.healthhub.com by selecting the Employees tab and then selecting Eligible Expense Items. You may also consult IRS Publication 502, Medical and Dental Expenses and IRS Publication 503, Child and Dependent Care Expenses. These publications can be found on the IRS website, www.irs.gov. Please note that while insurance premiums are listed in Publication 502, they are only reimbursable if you are declaring medical expenses on your Form 1040 Schedule A. Insurance premiums are not reimbursable through a flexible spending account.

If you are enrolled in HDHP HSA, you cannot enroll in the medical care spending account. Your HSA election is not tied to the Flexible Spending Account Open Enrollment deadline and you may change this amount at any time by completing an HSA Contribution Form.

If you have any questions regarding your enrollment in the Flexible Spending Account, please contact Human Resources by December 16, 2019. Once the plan year begins on January 1, it will be too late to enroll in 2020, as changes are not permitted after that date (except for life/qualifying events). Please call me at ext. 5266 or send an e-mail (mmastasc@brynmawr.edu) if you have any questions.